

I. CLERICAL UTILIZATION

A. NUMBER OF CLERICAL POSITIONS AND INCUMBENTS

	Secretary Stenos and Other Steno Categories							Typists and Other Typist Categories							Other Clericals						
	Total	GS-03	GS-04	GS-05	GS-06	GS-07	GS-08 & Above	Total	GS-03	GS-04	GS-05	GS-06	GS-07	GS-08 & Above	Total	GS-03	GS-04	GS-05	GS-06	GS-07	GS-08 & Above
Positions (As of _____)																					
Incumbents (As of _____)																					
Stenos																					
Typists																					
Processing Clerks																					
Couriers																					
Others																					
No. Employees over or under Positions (+ or -)																					
* Numbers are illustrative																					
Type of Clerical																					
Stenos																					
Typists																					
Processing Clerks																					
Couriers																					
Others																					
Total																					

NOTE: To be completed by OP and Personnel Officers when convenient.

C. AVERAGE MONTHLY USAGE OF SHORTHAND BY QUALIFIED STENOS

Frequency of Use	All Qualified Stenos	
	Number	Percent of Total
Never		
Seldom		
Several Times a Week on Average		
Usually on Daily Basis		

D. PERCENTAGE ALLOCATION OF TIME BY CLERICAL FUNCTION

Shorthand

Category	Never	Seldom	Occasionally	Frequently
All Stenos*				
All Typists**				
All Other Clericals				

Typing

Category	Never	Seldom	Occasionally	Frequently
All Stenos*				
All Typists**				
All Other Clericals				

Telephone, Filing, Reproducing, Assembling

Category	Never	Seldom	Occasionally	Frequently
All Stenos*				
All Typists**				
All Other Clericals				

Other Clerical Duties

Category	Never	Seldom	Occasionally	Frequently
All Stenos*				
All Typists**				
All Other Clericals				

* Qualified Stenos
 ** Qualified Typists